

**BY ORDER OF THE COMMANDER
439TH AIRLIFT WING**

**439TH AIRLIFT WING INSTRUCTION
21-107**



27 AUGUST 2013

Maintenance

**AIRCREW DEBRIEFING AND INCIDENT
REPORTING**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 21-1, *Air and Space Maintenance*. It establishes procedures for the accomplishment of aircrew debriefing and abort/incident identification and reporting. This instruction applies to all personnel assigned to 439th MXG and 439 OG. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847 to 439 MXG/MXQ, 350 Hangar Avenue, Box 21, Westover ARB, MA 01022-1771.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes include the implementation of 439AW Form 21, *Debrief Form*. It also updates requirements for maintenance and procedures for utilization of the Debrief form.

1. Debriefing Procedures.

1.1. The 439th Aircraft Maintenance Squadron (439 AMXS) Production Supervisors or their representative will debrief the aircraft as follows:

1.1.1. Meet the aircraft upon its arrival and conduct a debrief utilizing the 439 AW Form 21, *Debrief form*, maintained and supplied by 439th Maintenance Operations Squadron (MOS) Maintenance Operations Center (MOC).

1.1.2. Review each aircrew generated discrepancy to ensure sufficient information is provided for adequate troubleshooting, request specialist assistance as needed.

1.1.3. Review the G081–Batch 67089-04, *Previous Aircrew Discovered Discrepancies*, to determine if any discrepancy should be identified as Repeat or Recurring.

1.1.4. Ensure the appropriate Red symbols, Work Unit Codes and base station codes (off- station completed discrepancies only) have been entered on the Air Force Technical Order (AFTO) Form 781A, *Maintenance Discrepancy and Work Document*.

1.1.5. Ensure the flight crew has identified open discrepancies as Mission Essential or Mission Capable (transient aircraft only).

1.1.6. Ensure the AFTO Form 781H, *Aerospace Vehicle Flight Status and Maintenance Document*, is properly documented and transcribe all pertinent information to the new form.

1.1.7. Identify and report the following information to the 439 MOC, Production Supervisor, and the 439th Quality Assurance (MXQ) office: discrepancies or malfunctions that may warrant aircraft impoundment, dropped objects, Foreign Object Damage mishaps, and bird strikes.

1.1.8. Ensure the Malfunction Detection Analysis and Recording System Personal Computer Memory Card International Association data storage card and Compact Discs are collected and delivered to the G081 office for processing.

1.1.9. Remove and forward the completed AFTO 781, *Arms Aircrew/Mission Flight Data Document*, and AF Form 4097, *Aircraft Identification*, to Plans Scheduling & Documentation (PS&D). 439th PS&D will enter aircraft hours into G081 and forward the completed form to the Operations Squadron.

1.1.10. Deliver the forms binder to 439th MOC for input of discrepancies into G081. **Note:** A duplicate copy of forms and discrepancies will be given to MOC in order to facilitate maintenance recovery. When the MOC is unmanned, the forms will be retained and delivered at the beginning of the next duty day.

1.2. MOC will accomplish the following:

1.2.1. Update the G081 system, *Aircraft Status – Arrival/Departure*, screen to indicate the aircraft has landed.

1.2.2. Ensure “Repeat” or “Recurring” discrepancies are properly identified in G081.

1.2.3. Enter the following types of discrepancies into the appropriate programs in G081.

1.2.3.1. Open discrepancies not previously loaded.

1.2.3.2. Occurrences of in-flight engine shutdowns.

1.2.3.3. Completed AFTO 781A discrepancies that contain all historical data generated during the mission.

1.2.4. Coordinate with the appropriate 439th AMXS Production Supervisor to determine the current aircraft status.

1.2.5. Load the required aircraft inspection package; i.e., Basic Post Flight, Thru-flight, or Home Station Check.

1.2.6. Generate a new AFTO 781A/K set of forms when requested to do so by the 439th AMXS Production Supervisor, Expeditor or aircraft crew chief.

1.2.7. Maintain the completed 439 AW Form 21 and supply a new Form and Dropped Object Worksheet.

1.2.8. Scan completed 439 AW Form 21 to appropriate aircraft folder on L-Drive.
L:\MOS\MOC\Debrief

2. Abort/Incident Reporting.

2.1. The MOC will notify the 439th Maintenance Group Commander (439 MXG/CC) and 439 MXQ by e-mail of each occurrence of aborts (Ground/ Air) and incidents. MXQ will use the information to generate the required reports and/or gather information to facilitate further action and/or investigations as necessary.

2.2. Maintenance related incidents are defined as a malfunction that causes a delay of the sortie/launch but does not fall into the definitions of ground or air abort. **Note:** Incidents are tracked by the Maintenance Operations Squadron Analysis section for trending purposes.

2.3. The 439th MXQ office will originate the Abort/Incident Investigation worksheet. The worksheet will be forwarded to the appropriate maintenance shop(s) for corrective action entries and associated documentation then routed back as indicated on the report. Once routing is complete, 439 MXQ will review the report for final comment and filing. Data extracted from completed reports will be loaded into a locally developed abort/incident analysis program for tracking and trend analysis. Significant findings will be forwarded to the 439 MXG/CC for review/action.

Steven D. Vautrain, Colonel, USAFR
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 21-1, *Air and Space Maintenance*, 25 February 2003

AFMAN 33-363, *Management of Records*, 1 March 2008

G081–Batch 67089-04, *Previous Aircrew Discovered Discrepancies*

AFTO 781, *Arms Aircrew/Mission Flight Data Document*, 11 September 2008

AFI 21-101, AFRC Supplement 1, *Aircraft and Equipment Maintenance Management*, 13 January 2011

AFI 21-103, *Equipment Inventory, Status, and Utilization Reporting*, 26 January 2012

T.O. 00-20-1, AFRC Supplement 1, *Aerospace Equipment Maintenance Inspection, Documentation, Policy and Procedures*, 1 April 2013

AFI 21-101, AMC Supplement 1 CL6, *C-5 Debriefing Checklist*, 14 February 2011

Prescribed Forms

439 AW Form 21, *Debrief Form*

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*, 22 Sep 2009

AFTO Form 781A, *Maintenance Discrepancy and Work Document*, 8 January 2008

AFTO Form 781H, *Aerospace Vehicle Flight Status and Maintenance Document*, 15 September 2010